

How Long Do I Keep Email?
General Guidance for Texas State Agencies and Local Governments

	Local Governments	State Agencies	<i>Examples</i>
Policy and program development correspondence	5 years per GR 1000-26(a)	3 years per RRS 1.1.007 and requires archival review	- Human Resources Officer and executive staff discussion of amending time off policy - RMO, Emergency Management Officer, and IT department correspondence re: developing a disaster plan for records
General email sent or received in the normal conduct of business	2 years per GR 1000-26(b)	1 year per RRS 1.1.008	- RMO emails TSLAC analyst about corrections to a retention schedule
Transitory correspondence – temporary usefulness	AV (As long as administratively valuable) per GR 1000-26(c)	AC (As soon as the purpose of the record has been fulfilled) per RRS 1.1.057	- Meeting reminder - Letter of transmittal - Telephone message notification
Supervision records	See Part 3 of Local Schedule GR	See Category 3 of the RRS	- Request for time off - Grievance - Employment application
Public Information Requests	1 year after the final decision on the request (i.e., if it's exempt or non-exempt) per GR 1000-34	<i>Not Exempted (Fulfilled):</i> 1 year after request fulfilled per RRS 1.1.020 <i>Exempted:</i> 2 years after notification that records are exempt per RRS 1.1.021	
Complaints	2 years after the resolution of the complaint per GR 1000-24	2 years after the resolution of the complaint per RRS 1.1.006	
Emails unique to your agency or type of organization	Consult your records retention schedule and the appropriate TSLAC Local Schedule for your organization	Consult your records retention schedule.	- Appraisal district's tax correspondence - Letter of recommendation for a college applicant - Police department or attorney case file